



Student Worker

Job Code: 0124

Originated: 09/05

Salary Grade: 2177

FLSA: Non-Exempt

Revised: 08/06

EEO Code: 25

Supervisory: No

HR Ordinance Status: Classified

CLASS SUMMARY

The Student Worker classification creates a mutually beneficial employment relationship whereby both the student and the City of Scottsdale benefit. The student gains real world experience in a professional work setting and the City of Scottsdale gets the opportunity to experience and further understand the next generation of workers.

DISTINGUISHING CHARACTERISTICS

The Student Worker is distinguished from the Intern by the requirement of the latter to have completed or be enrolled in a professional degree program in the field of assignment. This is not a supervisory job classification.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Uses the Internet to develop intelligence to be applied to problem solving across a broad Human Resources perspective (e.g., benefits, compensation and recruitment).
- Develops professional quality brochures to promote the mission, goals and objectives of the respective program.
- Uses a wide variety of software applications for various projects.
- Sorts and files material alphabetically, numerically and/or by other predetermined categories and retrieves filed material.
- Reproduces material on copy equipment.
- Collates materials.
- Performs data entry on various assignments.
- Assists individuals in person and answers telephone inquiries providing general department or City information; screens calls when necessary and routes to proper employees.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Basic office etiquette.

Beginning level understanding of graphics design and web based applications.

Microsoft Windows Office products.

Ability to:

Understand and follow verbal and written instructions.

Develop the skill in the operation of common equipment incidental to assignments.

Make basic mathematical calculations.

Listen, communicate and work effectively with a diverse group of people.

Proficiently perform computerized word processing, comprehension, summarizing and writing/editing.

Establish and maintain effective working relationships with City staff and the general public.

Education and Experience:

Any combination of education and experience sufficient to perform the duties of the assignment.

Licensing and Other Requirements:

A valid Arizona driver's license with no major driving citations in the last 39 months is required for all driving positions.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

SUPERVISION RECEIVED AND EXERCISED

- Works under close supervision of an assigned staff member in the Human Resources Department and within standard operating procedures.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Most work is performed in a normal City office environment.
- Lift and carry materials weighing up to 20 pounds.
- Operate a variety of standard office equipment including a computer terminal, telephone, 10-key calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.